



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION PROGRAM SUPERVISOR OPTION: SUBSTANCE ABUSE	37	B	12.411
REHABILITATION PROGRAM SPECIALIST II OPTIONS: SUBSTANCE ABUSE REHABILITATION	36	B	12.430
REHABILITATION PROGRAM SPECIALIST I OPTIONS: SUBSTANCE ABUSE REHABILITATION	33	B	12.454

SERIES CONCEPT

Rehabilitation Program Specialists and Supervisors assigned to the substance abuse option perform professional and administrative work in conjunction with planning, accrediting, evaluating, funding, monitoring, and coordinating and/or promoting the development of community-based alcohol and drug abuse prevention, intervention and treatment programs and in conjunction with the certification of substance abuse personnel.

Rehabilitation Program Specialists assigned to the rehabilitation option perform professional and administrative work in conjunction with planning, evaluating, funding, monitoring, and coordinating and/or promoting the development of community-based programs and service delivery systems which address the needs of individuals with disabilities and in conjunction with the certification of rehabilitation facilities.

Incumbents initiate, encourage, and coordinate the development of community-based activities and programs. This includes: recruiting and organizing local task forces or identifying existing community-based agencies or organizations; guiding and overseeing program development activities; participating in planning sessions and conducting training; mediating and resolving disputes among community groups and agencies; providing programmatic, organizational and fiscal guidance; coordinating with other agencies to avoid duplication of efforts and expenditures.

Incumbents evaluate programs for quality of care and services; responsiveness to client and community needs; progress towards accomplishment of program objectives; and compliance with applicable state and federal laws and regulations, certification requirements, and grant requirements. This includes: performing on-site reviews; analyzing program management and personnel systems to ensure effective systems are in place for efficient program operations; examining program financial records to determine the appropriateness of expenditures and adequacy of internal control systems; consulting with professional program staff and reviewing case files and program records to ensure the provision of quality care and services; summarizing findings and preparing a written report for the bureau chief and the program directors.

Incumbents provide technical assistance to program personnel to ensure that clients receive quality care and services, ensure financial soundness of the program, and compliance with state and federal laws and regulations. This includes: working with program personnel to develop operating policies and procedures; assisting in the development of clinical and case procedures to ensure procedures are consistent with accepted professional standards; mediating with clients and program personnel to resolve disputes regarding program operations and client rights; providing assistance in the grant application and submission process; and providing guidance regarding regulatory requirements.

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SERIES CONCEPT (cont.)

Incumbents prepare or participate in the preparation of a variety of program related materials and documents to include state plans, request for proposals, annual reports, policies, contracts and agreements, as required by funding sources and/or as required to ensure programs are established and implemented in accordance with applicable laws and regulations and in accordance with established goals and objectives. This includes: interpreting laws and regulations; gathering and analyzing information from various sources such as agency and program personnel and members of advisory councils; coordinating with other bureaus and agencies; preparing the materials and documents; and acquiring approval as needed.

Incumbents conduct research to provide information and recommendations to supervisory and administrative personnel which includes: developing a project plan; locating and contacting various professional resources; evaluating relevant materials; developing and conducting surveys; summarizing findings and preparing a report.

Incumbents serve as a liaison with state and local agencies; federal representatives; community representatives; clients; and the general public which includes: responding to inquiries and requests for information; making presentations; preparing newsletters and promotional materials; attending and representing the bureau at meetings and conferences; and coordinating bureau activities with other agencies to avoid duplication of services.

Incumbents participate in the grant review process established to distribute state and federal funds by: selecting and training application review committees; reviewing and evaluating request for proposals; consolidating review results; and preparing funding recommendations.

Incumbents develop or participate in the development of competitive grant project applications to secure funding for statewide demonstration projects and community-based programs by: researching the availability of grant funds; conducting a needs assessment; identifying project goals and objectives; preparing budget justifications; writing the narrative; submitting the proposal to advisory groups and administrative staff for comments; preparing revisions and submitting the applications by required deadline.

Incumbents provide fiscal oversight to ensure adherence to funding criteria and established grant procedures. This includes: reviewing and approving requests for payment; overseeing the processing of reimbursement requests; monitoring and interpreting financial records; coordinating the process of grant revisions; responding to questions concerning fiscal and reporting requirements; and compiling and submitting reports to funding sources.

Incumbents may supervise lower level professional; technical and clerical personnel to include hiring, review and assigning work, evaluating performance and initiating disciplinary actions.

Consideration should be given to all classification factors and the organizational and functional relationships among related positions within and outside of the division when allocating an individual position to a class.

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CLASS CONCEPTS

REHABILITATION PROGRAM SUPERVISOR

Under general direction, Rehabilitation Program Supervisors oversee the operations of a program unit or regional office; supervise a staff comprised of professional personnel; participate in statewide planning and coordination activities; develop policies, procedures and regulations related to the assigned program area; serve as a regional or program representative for the bureau; and may perform some or all of the duties described in the series concept. Incumbents are distinguished from Rehabilitation Program Specialist II's by the scope of their responsibilities, decision making authority and the level of staff supervised. This is the supervisory class of the series.

Incumbents oversee the operations of a program unit or regional office to include: organizing and assigning projects to employees consistent with their abilities and workload; and planning for future growth and needs by projecting workload, area or unit needs, preparing budget recommendations, and developing funding mechanisms.

Incumbents supervise professional personnel such as Rehabilitation Program Specialist II's, community program consultants, and a substance abuse training coordinator to include: interviewing and selecting personnel; providing counseling and guidance; evaluating performance; and initiating disciplinary action.

Incumbents oversee the activities of subordinate program specialists and consultants to include: reviewing monitor reports, technical assistance reports, the state plan and other written materials to verify commonality with bureau goals and objectives; mediating disputes between program specialists and program directors with regard to monitoring activities; and overseeing grant funding and administration activities. Incumbents oversee and participate in statewide planning and coordination activities to ensure the bureau is responsive to the needs of the population and that appropriate services are available throughout the state. This includes: assessing statewide needs; designing and recommending activities and programs that reflects the goals and objectives of the bureau; estimating budgetary expenses and personnel needs; promoting the development and overseeing the implementation of planned activities and programs; periodically evaluating progress towards goals and objectives and implementing necessary modifications.

Incumbents consult with program directors and provide assistance to programs which includes: providing technical assistance as requested for specific problems; mediating client and personnel disputes; and evaluating and assisting programs that are implementing or expanding services by reviewing clinical requirements, financial needs, preparing budgets and related information and projecting program utilization.

Incumbents serve as a representative of the bureau to include: participating in interagency meetings to coordinate activities and resolve issues of mutual concern; serving as the bureau's representative on boards and commissions; attending regional and national conferences; promoting the goals of the bureau through personal appearances and by preparing written materials on a professional level.

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CLASS CONCEPTS (cont.)

REHABILITATION PROGRAM SPECIALIST II

Under direction, Rehabilitation Program Specialist II's perform the range of duties described in the series concept. Incumbents at this level of the series apply recognized professional principles and concepts to: identify programming needs and priorities; develop and implement or participate with community-based organizations in the planning, development, and implementation of new programs and services; secure and administer program funding; evaluate and monitor the quality and effectiveness of programs and personnel; provide technical assistance to programs; and may also supervise subordinate professional staff to include Rehabilitation Program Specialist I's. This is the journey level class of the series.

Rehabilitation Program Specialist II's are distinguished from other journey level program related positions (e.g., positions functioning as community program consultants; substance abuse training coordinators) by the scope of responsibility and nature and complexity of duties associated with their involvement in all aspects of the program, to include the programmatic, administrative, and financial aspects, in order to ensure the successful implementation of community-based rehabilitation programs.

In contrast, positions that are primarily engaged in the programmatic aspects of a program are allocated to different class series. A position that functions as an employee assistance consultant and provides education, training and assistance to private business and industry and bureau funded programs in the development of employee assistance programs and drug free work place programs and policies, for example, would be allocable to a community program consultant class. A position that develops, coordinates, provides and evaluates statewide alcohol and drug abuse training programs for certified substance abuse counselors, program administrators, and other interested organizations; develops and monitors the associated training budget; and monitors continuing education units would be allocable to a substance abuse training coordinator class.

REHABILITATION PROGRAM SPECIALIST I

Under direction, Rehabilitation Program Specialist I's perform many of the duties described in the series concept either as an assistant to higher level program specialists and supervisors or independently for defined aspects of a program or projects. This is the entry level class of the series. Progression to the next level of the series is not automatic.

Rehabilitation Program Specialist I's perform duties such as: conducting research, studies and surveys which are used for program planning and evaluation; coordinating and providing technical assistance to local community groups and teams; writing grant proposals to obtain equipment; assessing the needs of individual clients; providing information or making referrals or arrangements for services; preparing training materials and conducting training presentations; assisting in monitoring and evaluating programs; and developing newsletters and public service announcements.

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MINIMUM QUALIFICATIONS

REHABILITATION PROGRAM SUPERVISOR

EDUCATION AND EXPERIENCE:

SUBSTANCE ABUSE:

I

Master's degree from an accredited college or university with a major in psychology, social work, public administration, or a related field and three years of professional experience in the substance abuse field which included responsibility for coordinating or managing a treatment or prevention program; program development and/or program evaluation and monitoring; development of policies and procedures; and management of program budgets. Two years of the required experience must have included responsibility for supervising professional personnel or coordinating and reviewing the work of professional personnel; OR

II

Additional experience as described in Option I may be substituted for education on the basis of one year of experience equals two years of education.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of state and agency administrative regulations, policies and procedures. Working knowledge of procedures in identifying deficiencies and corrective action in a wide range of programmatic concerns including financial, policy, legal, programmatic, and social concerns. Working knowledge of trends in the field and current treatment issues. General knowledge of the principles and practices of management and supervision.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of where to go within the organization for needed information and ability to judge what information should be passed on to different levels of management.

Ability to evaluate the administrative organization structure of a proposed program based on cost effectiveness and ability to fulfill program objectives. Ability to prioritize program related issues based on an interpretation of public demand and state and local needs assessment.

In addition, all knowledge, skills, and abilities required at the lower level of the series.

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MINIMUM QUALIFICATIONS (cont.)

REHABILITATION PROGRAM SPECIALIST II

EDUCATION AND EXPERIENCE:

SUBSTANCE ABUSE:

I

Master's degree from an accredited college or university with a major in psychology, social work, public administration, or a related field and two years of professional experience in the substance abuse field which included responsibility for coordinating or managing a treatment or prevention program; program development and/or program evaluation and monitoring; development of policies and procedures; and management of program budgets; OR

II

Additional experience as described in Option I may be substituted for education on the basis of one year of experience equals two years of education.

REHABILITATION:

I

Bachelor's degree from an accredited college or university with a major in business administration, vocational rehabilitation, a field of social science, or a related field and two years of professional experience in a rehabilitation or social welfare program which included responsibility for developing or evaluating programs; writing technical reports, proposals and program documents; and managing or evaluating the service delivery and financial components of programs; OR

II

An equivalent amount of education above the high school level and experience as described in Option I.

OPTION NOTE: Options within this class will be designated at the time positions are classified. In order to meet the needs of the agency, a position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

ALL OPTIONS:

Working knowledge of state and federal regulations pertaining to the assigned program, non-profit organizations, and related social programs. Working knowledge of related outside human service agencies, their services, roles, and responsibilities. Working knowledge of standard management practices in the operation of treatment and service delivery programs sufficient to evaluate each program's policies and procedures, by-laws, goals and objectives, and personnel files and practices for compliance with regulations. Working knowledge of treatment and service trends as they affect the population served by the assigned program in areas such as health, employment, education,

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

ALL OPTIONS: (cont.)

and supportive public services. Working knowledge of basic accounting principles and practices used in the operation of small and medium size programs sufficient to evaluate these practices and ensure compliance with regulations. General knowledge of grant fund resources and agencies with knowledge of these resources in order to contact them to apply for funding.

Ability to supervise subordinate staff by organizing work flow, delegating responsibility, training, evaluating performance, and administering discipline.

Skill in financial analysis, planning, preparation and administration of program budgets sufficient to provide technical fiscal assistance to program personnel.

SUBSTANCE ABUSE OPTION:

Working knowledge of the steps in prevention program development and ability to modify the steps in program development to meet the issues identified in each community's needs assessment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to assess the substance abuse related issue needs of individuals in the field to provide them with information that will address these concerns. Ability to teach prevention program steps to a local community task force so they will be able to initiate them.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

ALL OPTIONS:

Working knowledge of programming concepts, modalities, corresponding services and item costs to create programs. General knowledge of state and federal regulations pertaining to program assignment. General knowledge of research procedures including surveying and synthesis from publications, reports, and statistics to complete studies, reports, and plans. General knowledge of formal and informal needs assessment strategies in order to gather needed information within a wide variety of communities.

Ability to write clear, concise correspondence, reports, and narratives for grant project applications. Ability to read and interpret technical documents such as state and federal regulations and grants procedures. Ability to effectively interact with persons of various social, cultural, economic and educational backgrounds to assist with the development of new programs and the enhancement of existing programs. Ability to approach, encourage, and assist program coordinators with program deficiencies in a manner which encourages them to implement change and accept assistance in correcting deficiencies. Ability to develop and maintain cooperative working relationships with agency heads, directors of local programs, government officials, and professional counterparts. Ability to create written project assignments that are organized, grammatically

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

ALL OPTIONS: (cont.)

correct, valid and logical, that develop the subject matter to the requested outcome and are able to be supported by authoritative sources. Ability to make oral presentations to individuals or groups to explain policies, recommendations, and regulations or gain support for program objectives and activities. Ability to set priorities that accurately reflect the relative importance of job responsibilities. Ability to work independently with minimal direction to achieve assigned objective. Ability to recruit needed individuals to participate and/or support local task forces or community groups.

Skill in writing a comprehensive monitor report of program activities that reveals the financial, administrative, and programmatic state of grantees appropriate for state and federal funding agencies.

SUBSTANCE ABUSE OPTION:

Working knowledge of various psychological theories and methods of counseling sufficient to discuss and evaluate the use of these methods within the framework of the program's objectives.

REHABILITATION OPTION:

Working knowledge of psychological, social, and physical aspects of disabling conditions. Working knowledge of current social and economic trends as they relate to rehabilitation services.

REHABILITATION PROGRAM SPECIALIST I

EDUCATION AND EXPERIENCE:

SUBSTANCE ABUSE:

I

Bachelor's degree from an accredited college or university with a major in psychology, social work, or related field and one year of journey level experience as a substance abuse counselor; OR

II

Graduation from high school and three years of supervisory experience managing all components of a substance abuse treatment or prevention program; OR

III

An equivalent amount of education and experience in which the applicant demonstrated possession of the entry level knowledge, skills, and abilities.

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MINIMUM QUALIFICATIONS (cont.)

REHABILITATION:

I

Bachelor's degree from an accredited college or university with a degree in business administration, vocational rehabilitation, a field of social science, or a related field and two years of paraprofessional experience, which may have been volunteer or work study experience, in a rehabilitation, employment, health or social service program; OR

II

An equivalent amount of education above the high school level and experience as described in Option I.

OPTION NOTE: Options within this class will be designated at the time positions are classified. In order to meet the needs of the agency, a position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

ALL OPTIONS:

General knowledge of community-based state, local, federal, and non-profit programs relevant to the populations served by the assigned program. General knowledge of state and federal regulations pertaining to the program assignment.

Ability to conduct public hearing and forums and respond to a variety of subjects pertaining to the program assignment or regulations. Ability to negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Ability to develop and review program budgets.

Skill in the use of a personal computer and software sufficient to complete program assignments.

REHABILITATION OPTION:

General knowledge of computer software, systems, and networking capabilities.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

ALL OPTIONS:

Ability to develop surveys, analyze data and information, and display results in various formats such as graphs or written reports. Ability to organize material, information, and people in a systematic way to optimize efficiency. Ability to work independently and follow through on agreed assignments with minimal direction. Ability to research local, state, and national resources to obtain information and materials. Ability to read and interpret technical and regulatory documents. Ability to write concise, logical, grammatically correct analytical reports to evaluate programs, plan or improve programs for the assigned program area. Ability to speak on a one-to-one basis or to groups using appropriate vocabulary and grammar to obtain information, explain policies, procedures, laws, and service delivery systems.

REHABILITATION OPTION:

General knowledge of technology, assistive devices and methods of providing services to disabled populations. General knowledge of the psychological, social and physical aspects of disabling conditions. General knowledge of current social and economic trends as they relate to rehabilitation services.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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